



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

JOB DESCRIPTION

POSITION: Boys and Girls Club Youth Worker

LOCATION: Red Cliff Boys and Girls Club

SALARY: \$10.00 per hour

SUPERVISOR(S): Director of Youth Services

THIS IS A REGULAR PART-TIME NON- EXEMPT POSITION 20 hours per week; work schedule will vary on the days between Tuesday through Friday, typically from 4pm-8pm and will be 11:30 noon-8pm on Saturday. Hours may vary based on planned activities

JOB SUMMARY: The primary responsibility of this position is to maintain the Red Cliff Youth Center within the assigned hours of each week ensuring proper functioning of the facility as well as all youth following the rules of the center.

DUTIES AND RESPONSIBILITIES:

1. This individual will work at the Youth Center 20 hours each week.
2. Must maintain cleanliness of Youth Center at all times.
3. Attend and participate in any staff meetings, in-service and trainings as directed by supervisor.
4. Present a professional and caring image.
5. Maintain a cooperative relationship with other Family Service Staff, co-workers and Tribal employees.
6. Demonstrate tact, courtesy and respect when communicating and interacting with youth, staff and outside agencies and programs.
7. Promote a working environment noted for effective cooperation and collaboration between programs, services, and co-workers.
8. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

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KNOWLEDGE: General knowledge of various ages and stages of child development as well as activities, both physical and social-emotional, that correlates to the scale of development.

QUALIFICATIONS:

1. Minimum of high school diploma, HSED or GED required.
2. Experience, education or volunteer work with Tribal or other youth is preferred.
3. Demonstrate the ability to relate to youth and be sensitive to youth issues/concerns.
4. Must have a valid driver's license. Be eligible to be put on the tribe's vehicle insurance policy.

PERSONAL CONTACTS: Individual will have daily contact with youth and staff. Contact also includes those with community members and parents of youth.

PHYSICAL REQUIREMENTS: Individual should be in good physical condition and be able to keep up with the demands of overseeing youth activities that occur in the youth center building. Bending, lifting, sweeping and carrying of objects less than 25 pounds is a part of daily work.

WORK ENVIRONMENT: Most of the time will be spend at the youth center facility. The Youth Center is a smoke free environment/building. All Tribal Buildings are smoke free.

TRAVEL REQUIREMENTS: Minimal travel, may consist of transporting youth home and to and from local destinations, such as the Bayfield Recreation Center.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Image or Name of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer's discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.

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4. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: June 25, 2018
DEADLINE: Open Until Filled

FOR FURTHER INFORMATION:
Red Cliff Tribal Administration Building
Human Resources Department
88455 Pike Road
Bayfield, WI 54814
www.redcliff-nsn.gov
ashley.poch@redcliff-nsn.gov
diane.cooley@redcliff-nsn.gov

(715) 779-3700 ext. 4268 or 4267

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

ALL APPLICANTS FOR EMPLOYMENT WITH THE RED CLIFF TRIBE ARE SUBJECTED TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF EMPLOYMENT WITH THE TRIBE.

EMPLOYEE BENEFIT PACKAGE – PART-TIME EMPLOYEES

1. A Health Insurance Plan which is offered through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Part-time employees will be on a prorated pay status depending on hours worked.
2. The Tribe offers General Leave to part-time employees as stated below:

Regular Part-time 30-37 hours/week	Vacation/GL – 12 hours/month
Regular part-time 20-29 hours/week	Illness/GL – 8 hours/month
3. The Tribe observes a total of 11 paid holidays.